

AMERICAN INSTITUTE OF CONSTRUCTORS (AIC)

DANTES Test Centers' Authorization

The American Institute of Constructors (AIC) authorizes military installations with DANTES test centers to administer AIC certification examinations.

Background

The American Institute of Constructors (AIC), organized in 1971 as the professional society for the practicing constructor, is the sponsoring organization for the Constructor Certification Program. AIC had been qualifying the Constructor through examinations of experience and education since its inception.

In 1994 the AIC Constructor Certification Commission was organized under the auspices of AIC to expand the Constructor qualifying process to include a written examination and to offer an internationally recognized certification process to AIC members and nonmembers alike.

The certification process is peer developed and is intended to set high standards for skills, knowledge, education, and conduct for the Certified Constructor.

Note: The examination process requires a broad spectrum of professional knowledge from the constructor practicing in any sector of the construction industry (heavy, commercial, industrial, mechanical, electrical, etc.).

Address

American Institute of Constructors (AIC)
Constructor Certification Commission
466 94th Avenue North
St. Petersburg, Fl 33702

Phone: (727) 578-0317

Fax: (727) 578-9982

Website: www.aicnet.org

E-mail: aicccc@aol.com

Description

Eligibility Requirements for Associate Constructor (AC)

To qualify for the Associate Constructor (AC), an individual must have completed four years of acceptable education from an accredited institution and have acceptable experience equivalence. The standard for the educational requirement is based on a four-year baccalaureate degree in an accredited construction program.

A graduate from one of these programs will receive four years of credit toward qualifying for the CQE Level I, (construction fundamentals). Undergraduate and graduate degrees and acceptable work experience will receive varying amounts of credit toward meeting the four-year pre-qualification requirement for the CQE Level I.

Acceptable Education

The applicant must be a graduate of an accredited institution and hold the following specified degree, degree plus the noted experience equivalence, or four years experience equivalence in lieu of any post secondary education:

- Graduate Degree in a construction program.
- Baccalaureate Degree in an accredited construction program.
- Baccalaureate Degree in an accredited construction related program plus one year acceptable experience.
- Baccalaureate Degree plus two years acceptable experience.
- Associate Degree in an accredited construction program plus two years acceptable experience.
- Associate Degree plus three years acceptable experience.
- No degree with four years acceptable experience.

Note: Candidates anticipating graduation who otherwise qualify with or without the additional acceptable experience may apply to sit for an examination no sooner than nine months prior to graduation.

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Description, Continued

Acceptable Experience Equivalence

The following are considered acceptable experiences at the rate noted in consideration for a year's work experience or education. A year of work is defined as 2000 hours of work performed. A year of education is defined as 30 semester credit hours.

- Executive and Supervisory Experience – one year credit per year worked.
- Technical Experience – $\frac{3}{4}$ year credit per year worked.
- Administrative – $\frac{3}{4}$ year credit per year worked.
- Teaching and Research – $\frac{3}{4}$ year credit per year worked.
- Supervision of Specialty Trades – $\frac{1}{2}$ year credit per year worked.
- Post-Secondary education related to construction – $\frac{1}{2}$ year credit per year of education.

Note: Visit the website for detailed description of acceptable experiences.

Eligibility Requirements for Certified Professional Constructor (CPC)

To qualify for Certified Professional Constructor (CPC), an individual must have passed or been exempted from the CQE Level I and attain seven years of additional acceptable professional experience beyond that required to sit for CQE Level I.

Acceptable professional experience must include a minimum of 2 years managing the execution of construction work. Both CQE I and II must be successfully completed before the candidate will be designated a CPC.

Working in a related profession having its own standards of professional performance such as architecture, engineering design or inspection, land surveying, or accounting is not included as professional experience.

Acceptable Professional Experience

The following are considered acceptable experiences at the rate of one year worked equaling one year of experience credit. A year of work is defined as 2000 hours of work performed.

- Managing the Execution of Construction – Minimum of two years
 - Executive and Supervisory Experience
 - Technical Experience
 - Administrative Experience
 - Teaching or Research
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Description, Continued

Examination Content (CQE) Level I Constructor Qualification Examination (CQE) Level I Construction - Fundamentals consist of approximately 260 multiple choice questions and several writing samples schedule as an 8-hour examination.

KNOWLEDGE AREA	PERCENT OF EXAM
Communication Skills	6.0
Design and Engineering Concepts & Associated Mathematics and Sciences	9.0
Management Concepts and Philosophies	4.5
Construction Materials & Methods	10.5
Estimating, Plan Reading, Bid Process, Codes, Insurance and Ability to Establish Work Methods	11.0
Scheduling and Schedule Control	17.0
Safety	8.0
Construction Surveying & Project Layout	4.0
Project Administration	15.0

Examination Content (CQE) Level II Constructor Qualification Examination (CQE) Level II Advanced Construction Applications consist of approximately 150 multiple choice questions schedule as an 8-hour examination.

KNOWLWDGE	PERCENT OF EXAM
Project Planning	18.0
Developing Staffing Requirements	6.0
Creating & Enhancing Working Relationships	6.0
Establishing & Maintaining Support Operations	6.0
Monitoring & Controlling the Use of Project Resources	18.0
Controlling Project Cost	18.0
Closing Out the Project	12.0
Safety	13.0
Ethics	3.0

Application Procedures

To Order

The candidate or Test Control Officer may apply using the AIC Constructor Certification Commission application.

The application is not considered complete unless the examination and non-refundable application fee accompanying it.

Send the completed application (along with payment) to:

AIC Certification Commission
466 94th Avenue North,
St. Petersburg, FL 33702

Certification Fees

The AIC Constructor Certification Commission sets fees.

AIC	Fee
CQE Level I Exam and Application	\$75
CQE Level I (Late)	\$95
CQE Level I Re-exam & Reschedule	\$50
CQE Level II Exam and Application	\$295
CQE Level II Re-exam & Reschedule	\$150
Annual Certification Maintenance (Paid AIC members are exempt)	\$35

NOTE: Applicants applying under an exemption or grandfathering clause must pay all fees applicable at the time of application for the Level(s) of certification sought.

Example: Applicant who is exempt from the Level I examination and applies for the level II examination must pay the Level I and II fees for a total of \$370.

Administration

Military Administration

DANTES TEST CENTERS MAY ADMINISTER THE CPC AND AC CERTIFICATION EXAMINATION TO ELIGIBLE ACTIVE DUTY MILITARY AND RESERVE COMPONENT PERSONNEL ON AN UNFUNDED (EXAMINEE PAYS) BASIS UNLESS EXISTING MILITARY REGULATIONS PROVIDE OTHERWISE.

Civilian Administration

DANTES test centers may administer the AIC certification examinations to the following civilians on an **UNFUNDED (EXAMINEE PAYS) AND SPACE-AVAILABLE BASIS** according to local command policy and Service regulations:

- Retired military personnel
 - Military family members
 - Veterans, and
 - U.S. federal employees
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Scoring

Scoring

Individual examination results will be sent directly to the candidate within sixty 60 days of sitting for the examination.

Refunds

Refunds

The application fee is nonrefundable. Candidates may reschedule examinations a maximum of two times before forfeiting all fees.

Rescheduling Exams

Rescheduling All requests other than for reasons of medical or other emergencies received less than 25 calendar days prior to the exam date will be subject to the reexamination fee.

Failure to notify the Commission before the examination date other than for reasons of medical or other emergencies are considered “no shows” and will be subject to the full registration fee.

Examination Failure

Appeals A candidate may appeal a notice from the AIC Constructor Certification Commission that the applicant has not passed an examination.

Study and Preparation Assistance

Reference Materials A list of references located in the candidate’s handbook is available in public, college, and employer libraries. The candidate is not expected to purchase the references.

Certificate Maintenance

Certificate Maintenance Current continued certification requirements are based on the following:

- Payment of annual renewal fee (\$60). AIC members are exempt.
- Abiding by the Constructor Code of Conduct.
- Documented Continuing Professional Development every four years in accordance with the Commission’s requirements.
- Annual submission of updated contact information.

Problems

Problems	If information pertaining to the examination is not received in a timely manner, please contact AIC.
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Security

Test Loss or Compromise	Refer to Part I of the <i>DANTES Examination Program Handbook (DEPH)</i> for complete instructions if there is an AIC test loss or compromise.
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Contact DANTES immediately and refer to specific Service regulations for complete procedures. DANTES address is:

DANTES	Phone: (850) 452-1360
Code 20F	DSN: 922-1360
6490 Saufley Field Road	Fax: (850) 452-1161
Pensacola, FL 32509-5243	

Web Pages and E-mail Addresses

DANTES Web Address	Access the DANTES web pages at http://www.dantes.doded.mil .
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AIC Web Address	Access the AIC web page at www.aicnet.org
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DANTES E-mail Address	The DANTES Certification Program E-mail address is certprog@voled.doded.mil .
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